

Schedule of Activities Including Due Dates by Month

Revised June 2005

During the school year, in addition to the regular deadlines for claim forms, menus, payroll, inventory, etc., participation in the National School Lunch Program requires many functions to be completed on a set schedule. As a management tool, a schedule of some of the more important activities and “deadline” dates follows. This schedule is subject to change based on regulations and federal requirements, and is presented merely as an aid in planning for the school year.

May/June	State Agency receives and revises Free and Reduced Price Policy to include new eligibility guidelines for free and reduced price meals.
July	<p>Policy Statements, Program Application/Agreement are announced to school districts for completion on-line. New reimbursement rates effective July 1-June 30 are released by USDA and sent to districts.</p> <p>The direct certification match with the Cabinet for Health and Family Services records is completed by the State Agency and copies (CD's/diskettes) of this eligibility information is mailed to the districts.</p>
August	<p>School districts complete printing of application forms, letters to parents, and all related free and reduced price meal information to be sent to parents.</p> <p>Applications for free and reduced price meal benefits, the reduced price eligibility meal guidelines and the letter to households must be provided to the parents or guardians of all children in attendance at each school. This should be done no later than the first week of school.</p> <p>The Notice/Letter of Predetermined Eligibility is sent to households of directly certified students by the school district as early as possible and preferably before the distribution of applications for free and reduced price meals.</p> <p>Prior to or during the first week of school, a public release must be made to the local news media, the unemployment office and any major employers who are contemplating layoffs in the attendance area of the school. This will be released through the Division of School and Community Nutrition.</p> <p>August 15: Approximate deadline for school districts to submit the completed policy statement, agreement/application to the State Agency for approval.</p> <p>After School Snack: First snack review must be completed during the first week of snack operation. (Regardless of month snack began)</p>
September	Free and reduced price meals may be claimed on the prior year's application for a period of no longer than 30 operating days from the first day of school. By the 31 st operating day, all students' eligibility must be based on current year approved applications or the direct certification listing.
October	<p>October 1: A count of the number of applications for free and reduced price meals must be taken by the school district on October 1 of each school year. This is the count used to determine the number of applications to be verified.</p> <p>October 1: Send letters requesting income documentation to those parents selected for verification.</p> <p>October 15: Send letters of adverse action to notify all households of any change in status and to those families who have failed to respond to the request for income verification.</p>
November	<p>Verification activities must be fully documented per guidance and prototype forms included in the free and reduced price verification handouts.</p> <p>November 15: Verification of applications must be completed by November 15 of each school year. A summary of the district's verification effort must be completed and maintained on file. Entire verification procedure must be completed with households notified of changes in eligibility.</p>
December	December 1: Certification of all eligible employees must be completed by December 1 and appropriate lifetime or provisional certification requests submitted to State Agency.
February	<p>February 1: Local on-site monitor reviews must be completed for each school at least once by February 1. One-school districts are not obligated to meet this requirement. In addition, all schools participating in the after school snack program must be reviewed a minimum of two times per year. The first review must be within the first four weeks of program operation. Documentation of all review findings and follow-up activities must be on file at the district level.</p> <p>February 15: LEA must prepare to report all free/reduced price applicants reinstated after verification and have figures ready to report on the FNS 742 Verification Summary Report.</p>
March	March 1: Letter or statement certifying that all verification activities were completed and filed with verification data. LEA is also to submit a copy of the FNS 742 Verification Summary Report to the State Agency.